

2005 Job and Transition Fair Basics

Date: Friday, November 4, 2005
Time: 8:00 AM to 1:00 PM
Place: Diddle Arena and Downing University Center (DUC), WKU

Student Registration: All student registration is due by Friday, September 16th. Registrations received after that date will be accepted, but students cannot participate in the competitions, just the exhibitors' booths. Students who have registered and do not come on the day of the fair will cost their team three points for each student who does not come. We have to schedule students with interviewers and exhibitors booths so registration is very important.

Tour Guide Deadline: Western students will be tour guides again this year. We will post guides at several permanent zones throughout the fair area. You may request some assistance at any time. If you want to have your own personal tour guide accompany your class during the fair, you will need to let me know by Friday, September 16th, the cut-off date for student registration.

Contest Entry Deadline: Friday, October 21, 2005 is the deadline for all contest entries (resumes, cover letters, job applications and short answer essay; job interviews will be scored on November 4^h). **No entries will be accepted after this date.**

Volunteer Recognition Certificates Deadline: If you are bringing student volunteers and would like to have a certificate noting the number of community service hours they earned during the fair, you can complete a spreadsheet and mail to me by Friday, October 21, 2005. The spreadsheet form is on our website.

Current Information: The most current information about the fair will be on our website: www.caveland.org. Please check the website for any questions you have as well as for any handouts or forms required for the fair. I will also send emails to everyone who is registered to keep you informed of new happenings. Remember to click on your "refresh" icon to update your website information.

Activities: Exhibitors booths, recreational activities for all and contests for resumes, cover letters, short answer essay, completing job applications and interviewing skills.

Exhibitors' booths: Students will go to exhibitors' booths of their choice. Exhibitors will give a short presentation (7 to 10 minutes) about their services or employment opportunities and will distribute handouts. Students will have an opportunity to ask questions, and then they will move to the next booth. You may want to have an extra teacher or parent in case you decide to split-up your group.

In an attempt to encourage students to visit each booth, we have incorporated a door prize eligibility requirement into our program. In order to qualify for a door prize drawing, students must obtain a stamp on their name badge card in one of the boxes from the exhibitor. The exhibitor will not stamp the card until after completion of their presentation. For those students who are participating as an interviewee, they will receive two stamps from the interviewer. This will allow for any time discretion if the students have to wait in line for the interview. Students must have 8 stamps to enter the door prize drawing.

Students must place their card in the door prize drawing box once they are eligible. The door prize drawings will be prior to the award ceremony at the closing of the event. A designated person (teacher, teacher's aide, parent, etc.) may pick-up the prizes for winning students. The student must be present to win. Students should be responsible for keeping up with their cards.

Please remember that these exhibitors and interviewers volunteer their time for the fair. Some must come in the night before (e.g., Carl Perkins Center is a 6 hour drive). Most of the exhibitors have a website where you and your students can become somewhat familiar with their services prior to the fair. You are encouraged to visit these booths and to have your students ask relevant questions. Let them know you appreciate them volunteering their time.

Awards: Trophies are awarded for the top three student winners in each category and top five overall schools. We expect to complete all scoring by noon on November 4th. However, if something goes wrong (sometimes technology fails), we will announce the winners later and send the trophies to your school.

Parking: Buses will park in the Supply-Services Building on the corner of Russellville Road and University Boulevard (Number 5 on your Campus Map).

Dropping-off and Picking-up Students: All students will be let off buses on Big Red Way near Entrance 2 to Diddle Arena (buses will unload in the unloading area at # 14 on your Campus Map (yellow striped area across from Downing University Center; buses are not allowed to drop-off students in the Diddle parking lot); students will enter Diddle from Entrance 2. Bus drivers will pick-up students at the same location following the end of the fair.

Handicap accessibility: Students using wheelchairs will have a level surface to all entrances of Diddle Arena. They will use the elevators (by the stairs at each entrance) to go to second and third floors. For DUC, the handicap entrance is located at the small parking lot side. Elevators are available for second and third floors.

Lunch: Lunch is on your own. DUC food services open at 10:30. Each school will determine their own schedule based upon interview times, activities, photographs and exhibitors.

Guidelines for using a Purchase Order: WKU will accept a P.O. under the following conditions: (1) if your school will guarantee it with a credit card (MasterCard or Visa) and (2) let Alicia Oberhausen @ (270) 745-6560, WKU food services, to indicate number of meals anticipated and give billing information 3 days prior. Then, on November 12th, teachers and students will get their food. A food service person will handle getting the credit card guarantee information and will take the P.O.

Pictures: We are planning to have group pictures made for each class again this year. The class photo area will be in the Media Room on first floor of Diddle Arena. You are responsible for getting your class to the photographer. We will not be scheduling these sessions this year. The photographer will be available from 8:00 until noon. Note blue area on Diddle Arena first floor map.

School Banners: Please bring a banner designating your school. We will utilize banners to identify your school for photographs, during the awards ceremony and other activities as needed. The banner may be one your school already has available or may be created by your class.

Resumes: Please have students bring two copies of their resume in a file folder to the interview. Give one copy of the resume to the interviewer and the student has his/her resume to look at.

Interview Procedure: Student leaves the interviewer resume copy with interviewer. All copies are picked-up at end of interview period by volunteer. Resumes are not returned to students.

Program: A program with the day's activities will be available after we finalize all of the participants.

Preparation

1. Work with students to help them identify their areas of interest and aptitude. Use career assessments, the student's IGP and student interviews to help them determine these areas.
2. Go over their career goals on their IGP; have them check their four year plan to see if their coursework will help them reach their goals; discuss what they can do if coursework and requirements don't match.
3. Spend time with students helping them learn how to write a resume. The resume should be the student's work, but the teacher should also carefully monitor it. Encourage student's to become "resume" detectives and find errors before the resume is graded. In the "real" business world, resumes, cover letters and job application errors are not acceptable.

4. Resumes: Only use approved resume formats; *resume wizards from Microsoft Word or other computer programs are not acceptable*. Follow guidelines on resume handout.
5. Use the Internet for career guidance and to look up information about the employers. Students should show evidence that they have researched the company they decide to interview with. Points will be given for evidence of research in the interview.
6. Have students practice job interviews with classmates. Answer common interview questions. Students may practice being relaxed but not too laid-back to be considered uninterested in the position.
7. Have students wear clothing appropriate for the interview and practice good hygiene. If you have students who are unable to afford appropriate interview clothing, develop ways to help them become resourceful in locating appropriate clothing. Some places to consider for assistance are: Goodwill Industries, St. Vincent de Paul, Salvation Army, garage sales, school PTO, school family resource centers, students' family members, Business and Professional Women's Clubs, local professional clubs such as Kiwanis and Rotary Club or a class fundraising project. One way to help these students look their best, as well as identify those in need of some help, is to have them bring their clothing to school prior to the fair. That way they can launder and iron their clothes and clean and polish their shoes.
8. Positive outcomes can come from the fair if the time is used properly. Sample resumes, job applications, cover letters, thank you letters, and interview skills are items that may be included in the student's IGP. Also, preparation for this fair can address academic expectations 2.36, 2.37, and 2.38 as well as objectives on the student's transition section of the IEP.
9. Have students send follow-up thank you notes to:

2005 Job and Transition Fair Committee
Caveland Educational Support Center
1790 Normal Drive
Bowling Green, KY 42101.

We will send copies to any businesses specifically mentioned in the letter.